COLORADO
Department of Military
and Veterans Affairs

UKG Dimensions Desk Aid: Edit Employee Schedule

This desk aid explains how you can edit an assigned schedule forever or for a short period of time for your direct report.

About Editing an Assigned Schedule

- An assigned schedule can be changed if the employee wants to or the supervisor needs to make a long term, short term or holiday week schedule adjustment.

- When changing a schedule, this MUST be updated in UKG to start the beginning of the employee's next pay cycle to not interfere with timecard calculations
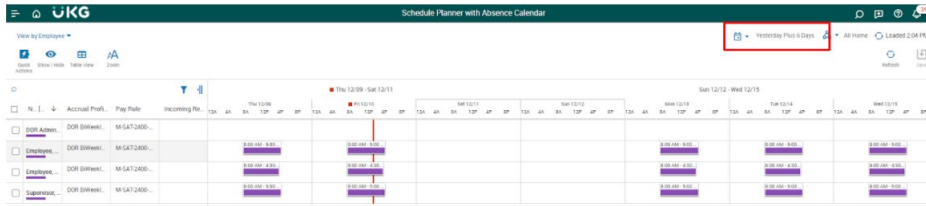
To edit an employee's assigned schedule:

As a supervisor, from the **Manage Schedule** tile select the **Full Schedule** blue arrow link at the top of the tile on your homepage and follow these steps:
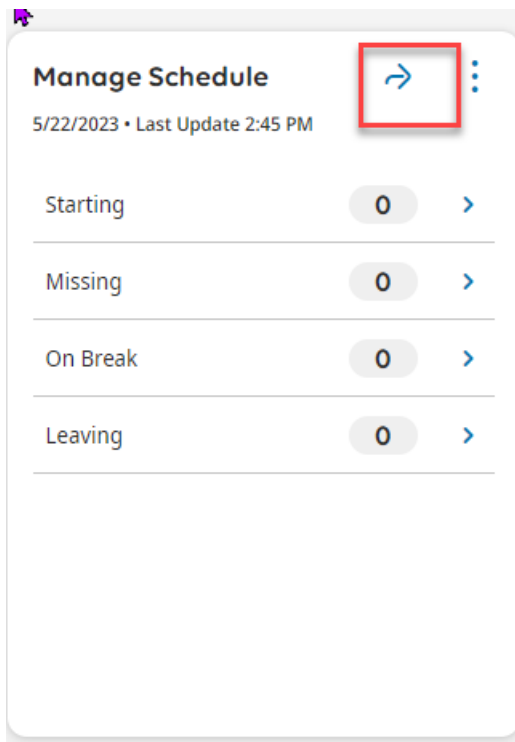
Changing the assigned schedule:

1. From the **Schedule Planner Window:**

   a. When in the **Schedule Planner** window, make sure the **Schedule Period** is set to the effective date you want to edit the employee's schedule. This is important if editing the schedule outside of the current schedule period.
   b. Right-click on the employee's name that you need to edit their schedule.
   c. Select **Schedule Pattern.**

   d. In the **Schedule Pattern window**:
      i. If the employee does not have a **Schedule Pattern** assigned, refer to the *Assign Employee Schedule* desk aid.
      ii. To edit an employee's current assigned **Schedule Pattern**, click on **Add New Pattern** to fill in the **Schedule Pattern** options.

2. Fill in **Schedule Pattern** options:
   a. Specify a **Start Date** and under **End Date**, select **Specify Date** OR **Forever** to indicate the effective period of the pattern.
   b. In the **Define Pattern For** field, specify the length of the cycle that repeats (in days or weeks) *if applicable.*
   c. Click **Override Other Patterns**. *NOTE:* If the date you are trying to select is not available, refer back to step 1a.
   d. Add the **Schedule Pattern** for each day the employee needs to be scheduled to work, then click **Apply**.

3. The **Schedule Pattern** glance closes, and the pattern is applied for the loaded period with asterisks to indicate it is not yet saved.

4. On the schedule planner page, click **Save**.

Changing the employee's schedule for a holiday week:

NOTE: If an employee is on a Flex Schedule (4) 10 hour days or (4) 9 hour days and ½ day, the supervisor can adjust the holiday work week schedule to (5) 8 hour days. Update the schedule for the entire week, the 8 hour holiday time is deducted on the timecard.

1. From the **Manage Schedule** tile select the **Full Schedule** blue arrow link at the top right of the tile on your homepage and follow these steps:
    a. Locate the employee that needs the work week schedule adjustment for a holiday week.
    b. Navigate to the holiday week by using the **Select Timeframe** button and **Select Range**.

c. Enter the **Start** and **End** dates and click **Apply.**

d. From the **Schedule Planner** window, locate the employee that you want to make the holiday week updates to.


e. Assign the temporary holiday schedule by adding a 5 day schedule to include their lunch deduction from this window. ***NOTE:*** This will change the assigned schedule for that work week only.

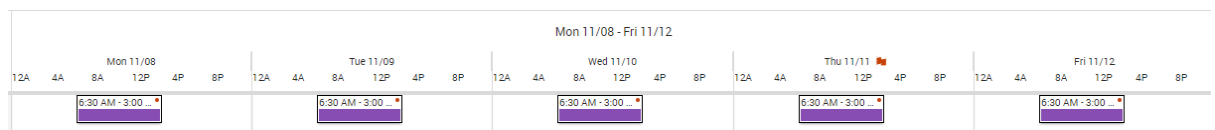   i. Right click on the empty cell for that week's work schedule and click **Add Shift.**
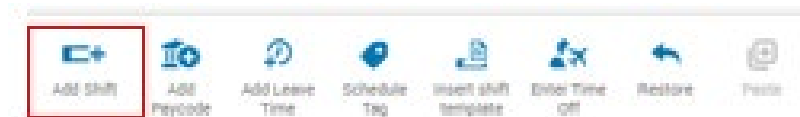
ii. From the Add Shift window, enter **Start** and **End Times** under **Regular** in that window.

f. To modify the rest of the scheduled work week:

   i. One at a time; double click on the remaining cells that have the assigned schedule to open the **Edit Shift** window.
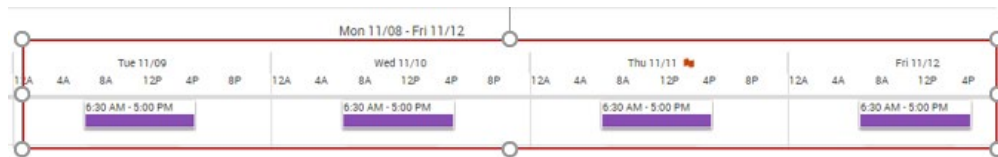
   ii. Update the Start and End times under Regular as shown above to match the temp schedule you added for the empty cell. Click **Apply**

   iii. Repeat for the remaining days in that work week to round out the schedule to calculate a 40 hour work week.

iv. Click **Save.**